



National
Aeronautics and
Space
Administration

Letter Of Contract Administration Delegation, Special Instructions

1. CONTRACT NO.

2. DELEGATION NO.

This form is to be used to provide special instructions to NASA Forms 1430 and 1432.

3. FUNCTIONAL AREA (Enter applicable functional area in this space, such as Contract Administration, Production Administration, Quality Assurance, etc. Use separate forms for each functional area delegated.)

PLANT CLEARANCE (September 2001)

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4. SPECIAL INSTRUCTIONS

Plant Clearance for NASA should be performed in accordance with FAR 45.6 and Department of Defense procedures, including entering all inventory schedules into PCARSS and notifying the NASA Industrial Property Officer and Property Disposal Officer. Additional instructions are outlined below:

1. Ensure that the contractor promptly reports all property as it becomes excess to contract requirements. Review inventory schedules for complete and accurate information adequate for reutilization screening as required by FAR 45.6 including commercial descriptions and accurate condition codes. Inadequate schedules will be returned for correction.
2. Dispose of excess contractor-held property (except special tooling, computer equipment and research property, precious metals and flown hardware) that (a) is under \$5000 per extended line item (\$1000 for furniture), or (b) is in condition 3, 6, 9, X, or S, as defined in 53.301- SF1428 Instructions for preparing Inventory Disposal Schedules, without submitting inventory schedules to NASA for internal agency screening. Ensure that excess special tooling, precious metals and flown hardware, regardless of condition or acquisition cost, are identified as such and reported to NASA for agency screening as provided below. In addition, computer equipment and other excess research property, regardless of acquisition cost, that is eligible for donation to schools under the Stevenson-Wydler Act and/or Executive Order 12999 will be reported to NASA for selection of schools.
3. Forward inventory schedules for all other excess NASA contractor-held property to the NASA installation Industrial Property Officer listed in Block 5 below. Ensure the schedules distinguish between Government-furnished property and contractor-acquired property when submitted by nonprofit institutions of higher education or nonprofit organizations whose primary purpose is the conduct of scientific research.
4. Within 30 days after receipt of acceptable inventory schedules, NASA will either provide disposition instructions or correspondence stating that agency screening is in process and that if disposition instructions are not received within 30 days, the DoD plant clearance officer should proceed to the next level of screening. NASA reserves the right to continue screening during the remainder of the plant clearance process without priority over other requestors. Follow up to determine whether inventory schedules were received if a NASA response has not been received within 40 days after entry into PCARSS and notification.
5. Ensure all NASA tags and other identification as NASA property are removed or obliterated prior to disposition of property other than by return to NASA or reutilization on other NASA programs/contracts.
6. Ensure that any proceeds of sale, clearly identifying the contractor and contract, are forwarded either to the NASA installation Deputy Chief Financial Officer (Finance) or are credited to the contract, as directed by the NASA contracting officer in accordance with FAR 45.610-3 and the Government property clause of the contract.
7. Upon completion of the plant clearance case, forward to the NASA Industrial Property Officer listed below, an SF 1424, Inventory Disposal Report, or NASA approved equivalent.
8. Ensure that the contractor accurately and completely prepares the "Deletions" portion of the NASA Form 1018, NASA Property in the Custody of Contractors, citing the method of disposition for all property removed from the contract accountability.

These delegation instructions may not be altered without prior coordination with the Director, Logistics Management Office, Code JG, NASA Headquarters in accordance with NFS 1845.7203.

5. NASA CONTACT DESIGNATED FOR THIS FUNCTION

a. NAME

b. PHONE